



DEPARTMENT OF THE NAVY
NAVAL WEAPONS STATION YORKTOWN
P.O. DRAWER 160
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 5510.4
03

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NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 5510.4

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: EMERGENCY PLAN FOR THE PROTECTION OF CLASSIFIED MATERIAL

Ref: (a) SECNAVINST 5510.36
(b) WPNSTA YORKTOWNINST 3301.1
(c) WPNSTA YORKTOWNINST 5500.1

1. Purpose. To establish procedures for the protection of classified information in the event of natural or man-made emergency situations as per reference (a).
2. Scope. This plan is applicable to Naval Weapons Station Yorktown (WPNSTA Yorktown) personnel. The implementation of this plan is based on the threat condition of the site locale and per references (b) and (c).
3. Objective. Establishment of a plan of action for the protection of classified material in the event of natural disaster, civil disturbance, or enemy action. In this regard, constant reduction of classified material held by the Station can be the most effective step toward planning for emergency contingencies. An aggressive program must be pursued to reduce outdated and unnecessary classified material. The classified material held within the command must be prioritized to identify the material requiring attention first, whether it is movement to a secure area or destruction. Also, it is the intent of this plan to ensure that the actions established provide for individual protection, thereby minimizing the loss of life or injury to personnel. Accomplishment of this objective will depend on strict coordination of assets and the amount of time given to perform the required function. Methods used are predicated upon the nature of the emergency.
4. Overview.
 - a. The plan is prepared in conjunction with the Command's Disaster Preparedness Plan and is detailed with specific procedures and responsibilities. WPNSTA Yorktown offices will conduct a vulnerability evaluation. Practical measures will be established to strengthen weaknesses and provide a basis for action to safeguard classified material in an emergency.

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b. All personnel who are responsible for classified material shall be thoroughly familiar with the procedures to be followed for the protection of classified material. The following can assist in preparing for emergency situations.

(1) Maintain a listing of classified material by type (documents, equipment, etc.) and location.

(2) Reduce the amount of classified material held by disposing unnecessary classified material.

(3) Store less frequently used classified material in more secure areas or containers within the same geographic location.

(4) Transfer as much retained classified material as possible to microfilm.

c. Before evacuating an area and in the absence of more demanding circumstances, classified information will be protected in a way that will minimize the risk of loss of life or injury to personnel. Normally, all classified materials will be properly secured in authorized security containers. If immediate evacuation is deemed necessary, under any circumstance, personnel are not required to secure all classified material prior to leaving. In case of fire, or other life threatening emergency, personnel are to immediately evacuate via predetermined emergency exits.

5. Action.

a. In any abnormal situation, it will be necessary to determine the seriousness of the emergency and subsequently ascertain the threat to the classified material maintained within the command. The type and magnitude of the threat imposes many variables into the situation. The Security Officer, Peninsula Precinct, Navy Public Safety Directory will be prepared to advise the Commanding Officer as to the most feasible course of action based on requirements and supporting intelligence data. Paragraph 6 to follow, outlines minimum actions required by the various offices to support this emergency plan.

b. In the event of an actual emergency, action will be taken as listed below based on the type of emergency.

(1) Natural Disaster. Emergencies of a natural nature (i.e., fire, flood, earthquake, etc.) would not normally subject the material requiring protection to disclosure or compromise. In the event of a natural disaster, the primary consideration is the

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safety and welfare of personnel. All materials should be locked in their respective containers, if there is time. In the case of fire and time is not available to secure the classified material, it should be left in place to be consumed by the fire. Personnel are to evacuate the area. UNDER NO CIRCUMSTANCES WILL ANYONE SUBJECT THEMSELVES OR THEIR SUBORDINATES TO INJURY OR DEATH TO PROTECT THESE MATERIALS FROM DESTRUCTION. Place a perimeter guard to control access to the area. This will provide sufficient protection and reduce casualty risk.

(2) Civil Disturbance. In the event of a civil disturbance from within or outside the command, all classified materials will be locked within their respective containers. Depending on the geographical location of the disturbance and its proximity to the employees work site, workers may be directed to evacuate their respective work sites.

(3) Enemy Action. In the event of enemy action, it must be assumed that the classified material is a potential target. All emergency actions must be directed at keeping these materials from falling into unauthorized hands. The senior line officer or civilian present will take the initiative to ensure that all classified material is secured, evacuated or destroyed (as conditions dictate). When emergency destruction of classified material is directed the method of destruction, with appropriate guidance, will be provided by the Naval Weapons Station Security Management Office.

c. Priority for Destruction of Material.

(1) Priority I: Top Secret material in the following order: (a) Communications Security (COMSEC), (b) Sensitive Compartmented Information (SCI), (c) other.

(2) Priority II: Secret material in the following order: (a) COMSEC, (b) other.

(3) Priority III: Confidential material in the following order: (a) COMSEC, (b) other.

6. Responsibilities. Implementation of this plan must be based on an assessment of the existing threat and defense conditions affecting this location. Responsibilities are as follows:

a. Commanding Officer will make an evaluation of the situation and order implementation of this plan, as the emergency situation dictates. Recall of office heads will be made, as the situation dictates.

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b. Security Officer, Peninsula Precinct, Navy Public Safety Directory will keep the Commanding Officer apprised of any local threat conditions and provide technical assistance, as the situation dictates. Upon implementation of this plan, the Security Officer will:

(1) Monitor its progress and make periodic update reports to the Commander and to higher headquarters as required.

(2) Direct personnel resources, temporarily gained from manpower pools of the command's offices, to assist in the evacuation and/or destruction of classified material, as the situation dictates.

(3) Provide increased security commensurate to the threat condition.

c. Naval Weapons Station Security Manager (Code 03) will:

(1) Maintain a complete listing of security containers, their locations, and assigned custodians.

(2) Monitor the office security education refresher briefings to ensure personnel receive training on the implementation procedures to this plan.

d. Office Heads will:

(1) Submit a negative requirement memorandum to Code 03 if their office does not maintain classified material.

(2) Implement an aggressive program to reduce outdated and unnecessary classified material per chapter 10 of reference (a).

(3) Submit to Code 03, in priority sequence, a listing of security containers with classified documents, equipment, location of such items, and identification of the assigned custodians. Use the guidelines of paragraph 5c above for setting priorities. This listing must be current.

(4) Prepare a local emergency plan, for the office, that will incorporate the requirements set forth in this instruction. Ensure this plan provides for the inventory of classified material and holdings as soon as the emergency is over.

(5) Upon implementation of this plan, submit status reports to Code 03 on significant levels of completion, problem areas, and completion of tasking. An after-action report will be submitted to Code 03 identifying the classified documents that were destroyed (evacuated), those that may not have been destroyed

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(evacuated), method of destruction (evacuation), and location. This report should be prepared to arrive as soon as possible after termination of the situation causing the plan to be implemented.

7. Directive Review. The Command Security Manager is responsible for the annual review and update of this instruction.



J. H. COSPER II

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